



# Special Events Guidebook

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## **Preface**

Special events help build a sense of belonging and community pride as well as create opportunities to interact, celebrate, enrich the lives of those who participate, promote inclusiveness, and encourage imaginations. It is the objective of the City of Mount Dora to play a strong role in helping event organizers to operate events safely and successfully.

The purpose of this guidebook is to help event organizers plan and implement a successful event in the City. It includes processes, standards, communication resources, contact information, and other helpful tips to assist with event planning. However, it is not all-encompassing, and additional regulations and permits may apply.

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## 1.0 Introduction

The City of Mount Dora receives many requests from individuals and groups to hold special events. These events vary in scope, purpose, size, cost, and complexity. The City recognizes special events as an important part of Mount Dora's quality of life and the contribution they make to a sustainable tourism industry. Special events also provide economic benefits to local businesses and residents, while providing a love of place through unique civic, cultural, educational, recreational, and entertainment experiences.

Most special events represent a major investment of time and money. When well planned and executed, they can bring rewarding dividends to the event organizers as well as the City. Successful events require responsible leadership, careful planning, sensitivity to potential impacts, good organization and follow through, plus the ability to anticipate the unexpected.

This guidebook is a resource to assist special event organizers with planning to ensure a safe and successful event. It outlines important procedural items, contact information, and other resources to ensure event requirements are met. Please be aware that additional requirements, conditions, or permits may be required, and all local, state, and federal codes, laws, policies, rules, and regulations must be followed.

### 1.1 Definitions

The following words, terms, and phrases, when used in this manual, have the following meanings, except where the context clearly indicates a different meaning:

*Applicant* also means event sponsor or event organizer, and means any person, organization, or person appointed on behalf of an organization, seeking a permit from the City to conduct a special event.

*Concessions* means food, beverage, alcohol, merchandise, or convenience items.

*Cultural and Special Events Coordinator* means a City staff member designated by the City Manager to administer ordinances, policies, and procedures related to special events.

*Right-of-way* means City-owned roads, streets, alleys, sidewalks, trails, paths, drainage ways, shoulders, and the land immediately adjacent to the same.

*Special Event* means any temporary activity or series of temporary activities held outdoors, on public property, which is open to the public by advertisement or invitation, with or without charge.

*Special Events Team* means representatives from City Fire, Police, Risk Management, Public Works, Parks, and other relevant departments, as well as the City's Cultural and Special Events Coordinator, designated by the City Manager.

### 1.2 General Information

### *Where may special events occur?*

Special events may occur on public property as approved by the City of Mount Dora. Events held at City parks, the Mount Dora Community Building, and the Martin Luther King Center do not require a special event permit unless the event extends beyond the premises. Each of these locations has separate approval and permit requirements.

If an event planner is seeking use of private property in addition to public property for a special event, proof of authorization from the property owner is required.

### *Who may apply for a Special Event Permit?*

Any person or organization may apply for a special event permit. The Applicant should demonstrate the ability to successfully carry out the proposed special event by including a record of past event experience. If the Applicant has no previous event experience, a narrative stating method for proper planning, reliability, and event deliverables should be submitted with the application.

A special event provides a unique and organized civic, cultural, educational, recreational, or entertainment activity or experience. A description of the event is required as part of the application process. Applicants will be required to identify the type of activity attendees will experience.

## **1.3 Venue Information**

Mount Dora has several event venues available to suit a variety of event needs.

The following venues require a special event permit and are subject to the application review and approval process:

- Park closures
- Downtown merchant area

The following venues do not require a special event permit unless the event extends beyond the premises. Each has its own approval and permit requirements. Please contact the venue directly for additional information and facility reservations:

- Park usage
- Community Building auditorium, lobby, and green room
- The Martin Luther King Center
- Conference rooms at [City facilities](#) may be reserved by [email](#)

## **1.4 Contact Information**

The City's Special Events Team includes staff from Leisure Services, Police, Fire, Public Works, Transportation, and Risk Management. The Special Events Team meets on an as-needed basis to discuss proposed and planned special events and to conduct post-event reviews.

Event Applicants may choose to meet with the Special Events Team to receive direction on the process and expectations. During the scheduled meeting, the Applicant can ask questions and discuss event plans and concerns in an informal roundtable format.

To meet with the Special Events Team, please contact the Leisure Services Department at 352-735-7183. To submit a Risk Management inquiry, complete the City's [online form](#).

### **1.5 Online Information**

For more information regarding special events in Mount Dora, including an application, additional forms, relevant laws, and required permits, please visit [MountDoraSpecialEvents.com](http://MountDoraSpecialEvents.com).

## 2.0 Submission Process and Timelines

*How do I apply for a Special Event Permit?*

After reviewing this guidebook, visit [MountDoraSpecialEvents.com](http://MountDoraSpecialEvents.com) to complete a permit application form and attach any required documentation.

*When must I submit a permit application?*

Applicants must submit completed applications to the City no later than 120 calendar days before the special event.

Applications that are not submitted by these deadlines may be denied unless the Applicant demonstrates to the Cultural and Special Events Coordinator that compliance within the deadline was impractical or impossible, or the Cultural and Special Events Coordinator determines that the delayed application will not impair the City's ability to conduct a complete review.

In support and preservation of successful returning events, such events will have a first right of refusal of the event's evolving date.

*How far in advance may I apply?*

Applications are accepted no more than 15 months in advance of the event.

*May I apply for multiple event dates on one application?*

Yes, provided the event layout, general timeframe, and duration are the same for each event.

*What if someone else has already reserved my preferred event date?*

Applications are considered on a first-come, first-served basis, and the City reserves the right to resolve scheduling conflicts in the best interest of the City. Applicants may specify alternate dates should the desired date be unavailable.

*If my event is approved, when can I pick up the special event permit?*

All past balances due to the City must be paid before a permit will be issued.

An Applicant will be contacted when the special event permit is ready to be picked up. Permits must be picked up at least 1 week prior to the event. If a permit has not been picked up, the Cultural and Special Events Coordinator may revoke the permit approval, and cancel the event.



### 3.0 Special Event Permit Application

#### 3.1 Information Required

The special event permit application requires the Applicant to describe the event, addressing specific criteria, including:

- Character of the event. Describe the activities or experiences that are components of the planned event in any of the following five categories:
  - *Civic*: Relates to the City, the people who live there, or citizenship.
  - *Cultural*: The beliefs, customs, arts, etc., of a particular society, group, place, or time that are included in the event.
  - *Educational*: The knowledge, skill, and/or understanding that someone may receive or provide from attending the event.
  - *Entertainment*: Enjoyment or pleasure that comes from watching a performer, playing a game, etc.
  - *Recreational*: Something people will attend or participate in for relaxation, exercise, enjoyment, amusement, or leisure.
- Specific details relating to size, attendance, traffic, parking, safety, restrooms, trash, noise, economic impacts, and location suitability.

The City will make every effort not to schedule events with a similar character within 30 days of one another.

Permit applications also require the Applicant to:

- Identify one representative to serve as the contact person with the City.
- State any cross-promotions or collaborations with local businesses to encourage sales or visibility.
- State anticipated regional, national, or international attendance, and any features or entertainment that brings interest on this scale.
- State how the community benefits from the event in terms of one or more of the categories listed above. State whether the City of Mount Dora is promoted in event marketing.

#### 3.2 Additional Application Information

The special event permit application can be found online at [MountDoraSpecialEvents.com](http://MountDoraSpecialEvents.com).

It is imperative to provide all required information and submit all subsequent documentation in a timely manner, including:

- A site plan, and in the case of a race or moving event, a course map.
- Anticipated attendance.

- A parking and mobility plan for anticipated attendance, in a detailed, narrative form and/or illustrated by a map.
- Logistical details such as setup and teardown times.

### **3.3 Application Review Process**

All applications will be reviewed and deemed complete or incomplete within 5 business days after receipt of submission. If complete, an application will be approved, approved with conditions, or denied. If incomplete, the City will request that corrections be made or additional documents be provided.

Apart from a certificate of insurance and traffic control plan, all attachments and supporting documentation should be submitted with the original application. Insurance and/or traffic control plan may be submitted with the initial application or when City staff informs the Applicant that the event has been reviewed and additional documentation is required for a final decision.

If additional documents or corrections are required, the Applicant will be notified immediately. The Applicant must then submit the required documents or make the necessary corrections within 10 business days. A longer timeframe may be requested by contacting the Cultural and Special Events Coordinator. If the documents or corrections are not submitted in a timely manner, the application may be denied.

When evaluating an application for a special event permit, the Cultural and Special Events Coordinator will consider the suitability and feasibility of the event, the efforts to mitigate adverse impacts of an event, the positive impacts of the event, and any public input related to the event.

### **3.4 Denials, Special Conditions, and Revocations**

The Cultural and Special Events Coordinator, Leisure Services Director, and City Manager reserve the right to deny an application, impose special conditions, or revoke a special event permit due to failure to comply with the policies, procedures, or public safety requirements. An Applicant may appeal such denial, special condition, or the revocation of a permit to the City Council by submitting a written appeal within 10 calendar days of the decision. Visit [MountDoraSpecialEvents.com](http://MountDoraSpecialEvents.com) for more information.

## 4.0 Special Event Guidelines

### 4.1 Amplification, Sound, and Stage Setup

#### *Sound*

Sensitivity to nearby businesses and residents should be part of an amplification/sound plan. Details for any proposed sound systems should be included in the event application and speaker locations shown on the site plan with arrows indicating direction of sound. Speakers should be directed toward the event footprint and positioned so as to prevent sound travel to residences or nearby businesses.

A designated person should be on site throughout the event to monitor sound and volume levels at the event. In some instances, Applicants may wish to conduct decibel readings at pre-determined locations during the event to prevent disturbing others. However, please be aware that in the event of a noise complaint, decibel readings will be taken with City equipment and be the deciding factor.

Noise complaints may result in calls for service from the Mount Dora Police Department. A Police Officer or Code Enforcement Inspector may require the volume to be reduced or turned off based on complaints or unreasonable sound levels regardless of decibel readings. Event sound will be evaluated based on mitigation features, hours of operation, direction of proposed sound travel, and history of noise complaints and violations.

#### *Times and Duration*

As established in the City's [Code of Ordinances](#), outside music times will be evaluated based on sound levels during the hours 7:00 a.m. until 10:00 p.m. weeknights (Sunday through Thursday) and 7:00 a.m. until 11:00 p.m. weekend nights (Friday and Saturday). Hours exceeding those timeframes will be expected to have lower decibel levels, and City Council may establish alternate sound levels during special events.

#### *Stages*

Sensitivity to nearby businesses and residents should be part of a stage placement plan. If stage placement is in the middle of the event footprint, space must be provided to accommodate the crowd around the stage as well as safe, unrestricted passage of the traversing public. Dimensions of the stage should be shown on the event site plan, and the stage should be constructed of appropriate materials to accommodate the type of use to be made of the same.

#### *Performances*

The application must also address the type of performance and name of performers if known at time of submittal.

### 4.2 Event Production Schedule, Hours, and Setup and Teardown

As part of your event planning process, you must evaluate the potential impact of your event on the surrounding neighborhood. As an Applicant, it is your responsibility to assess the venue, environment, anticipated attendees, and components of your proposed event, mitigate impacts to the community, and demonstrate what solutions are in place for any anticipated negative impacts on businesses and residences. The Cultural and Special Events Coordinator is responsible for evaluating the proposals, requesting additional documentation, and conducting outreach, as needed, to businesses and residences to confirm whether impacts can be adequately addressed.

#### **4.3 Fire and Emergency Medical Services**

In order to ensure the safety of the public, the Fire Department reviews several components of a special event permit application, including but not limited to:

- Event ingress and egress
- Emergency vehicle access (some events may require a minimum 20-foot wide emergency access lane)
- Tents and canopies
- Event structures, such as bleachers, stages, and the like
- Propane or flammable equipment such as grills or other cooking devices
- Fireworks, pyrotechnics, bonfires, and performers using fire
- Establishing a maximum occupant load for the event area
- Fencing height, type, and locations
- Emergency medical and fire protection services needs
- Vehicle displays

The above items need to be clearly identified on the site plan. Additional City permits may be required. More information can be found online at [MountDoraSpecialEvents.com](http://MountDoraSpecialEvents.com). Questions related to fire and emergency medical services may be directed to [Fire@CityofMountDora.com](mailto:Fire@CityofMountDora.com).

#### *Food Service Cooking Operations*

Cooking operations are subject to Fire Department enforcement in order to ensure the public health and safety of event vendors and attendees.

- Non-flammable matting or flooring must be placed under every cooking surface.
- No pets are permitted near cooking areas.

If cooking operations (including grills) are included as part of the event, the following will apply:

- Cooking appliances must be located a minimum of 10 feet from public access.
- A minimum 18-inch separation must be provided between an open flame cooking appliance and grease fryers.
- One 5-pound ABC certified fire extinguisher must be provided on site near cooking operations.

- One Kitchen Class or “K” certified fire extinguisher must be provided on site near cooking operations.

#### *Use of Propane/Liquefied Petroleum Gas (LPG)*

If portable propane tanks, 60 pounds/23 gallons or larger, will be used for cooking, the following will apply:

- Propane tanks must be located a minimum of 10 feet from the cooking appliance.
- Tanks 60 must be staked or secured in a manner to prevent falling.
- Tanks less than 60 pounds/23 gallons can be attached directly to the cooking appliance per manufacturer’s guidelines.

#### *Guidelines for Food Vendors Utilizing Propane under Tents or Canopies*

All food vendors must be inspected for safety. Food vendors using temporary structures, tents, or canopies must fill out a permit form at least 30 days prior to the special event. The permit is only valid for the single event. Inspections will be conducted the first day of the event and as needed thereafter.

This section is designed as a guideline for food vendors to assist them in satisfying the safety concerns of the City. (A PDF download is also available online at [MountDoraSpecialEvents.com](http://MountDoraSpecialEvents.com).) However, other requirements may surface at the time of inspection. For more information on specific requirements, refer to the Florida Fire Prevention Code and the City’s Code of Ordinances.

#### Location:

- Each tent must be located a minimum of 15 feet away from any permanent structure.
- Vehicles must be parked a minimum of 20 feet from each tent.
- Tents shall have a minimum of 10 feet clearance on 2 sides and shall not be located within 10 feet of amusement rides or devices.

#### Electricity:

- All electrical cords and equipment shall be in good repair.

#### Design Construction/Plan Review:

- Any cooking under a tent needs prior approval and inspection.
- There shall be no seating for patrons under any tent used for cooking.
- Cooking under tents will be permitted only when a manufacturer’s flame retardant tag is NFPA 701 compliant and/or a seal as registered flame retardant by the State of California Fire Marshal is affixed to the tent, the tent is not enclosed (on any side), and only persons preparing food are permitted under the tent. Any tent that fails to have the affixed flame retardant tag may not be used to cook under. (Additional information may be required.)
- Tents may be up to 30 feet in length. For every 10 feet of tent frontage, there must be a clear path of egress for workers.

#### Propane:

- A maximum of 2-100 pound propane cylinders are allowed. One is allowed for use and one as a spare.
- Propane cylinders must be requalified every 12 years. A current date of manufacture on new cylinders or a requalification stamp is required on all other cylinders.
- Always check your LPG connections and for any leaks.
- LPG shall be metered for leakage prior to use.
- Propane appliances must have LPG stamped on their hoses.
- All propane cylinders should be located outside the tent and secured properly.
- Propane bottles must be placed securely at the rear of the tent for emergency access. Emergency access must not require tent entry.
- Fryers must be placed at the rear of the tent and not next to the propane cylinder.
- Spare propane cylinders are not allowed in the tents.

#### Grills and Pits:

- No grilling with charcoal or wood is allowed under any tents.
- Any solid fuel appliances shall have a cover (grills and pits).
- Outside BBQ pits with stacks must have a 5 foot clear circumference from combustibles, a 15 foot clearance above the stacks, and a distance of 10 feet from any permanent structure.
- Homemade LPG appliances will be inspected individually and may not be authorized without an engineer's certificate.

#### Fire Extinguishers:

- Each tent will be required to have a proper fire extinguisher inside the tent (2A10BC).
- Each fire extinguisher will need to be serviced and inspected annually and maintain a current tag confirming status.
- Vendors using a deep fryer will be required to have a Class K fire extinguisher in addition to the 2A10BC.

#### *Guidelines for Mobile/Temporary Food Trucks*

Food truck vendors can apply for a permit good for up to 6 months (date to be in conjunction with suppression system inspection date). This permit is valid for any special event in the City. It must be renewed with every suppression system renewal. All mobile units without a valid permit must be inspected for safety at least 10 days prior to an event. Food truck vendors may also inquire about being added to the Fire Department's list of regular and preferred vendors to streamline the inspection process.

This section is designed as a guide for mobile/temporary food truck vendors to assist them during the inspection by the Mount Dora Fire Department. (A PDF download is also available online at [MountDoraSpecialEvents.com](http://MountDoraSpecialEvents.com).) However, other requirements may surface at the time of inspection. For more information on specific requirements, refer to the Florida Fire Prevention Code and the City's Code of Ordinances.

#### Location of Mobile Units:

- All mobile units must remain at least 15 feet away from any fire hydrant.
- Mobile units shall not block access to any Fire Department Connection (FDC).
- Mobile units shall not obstruct any access to or exit from a structure.
- Mobile units shall have a minimum of 10 feet of clearance on two sides and shall not be located within 10 feet of amusement rides or devices.

#### Electricity Issues:

- All electrical cords and equipment shall be in good repair.

#### Design Construction/Plan Review:

- All mobile units must display a Mount Dora Fire Department Inspection sticker.
- Mobile unit exit(s) shall not be obstructed.

#### Propane Cylinders:

- A maximum of 2-100 pound propane cylinders are allowed. One is allowed for use and one as a spare.
- Propane cylinders need to be requalified every 12 years. A current date of manufacture on new cylinders or requalification stamp is required on all other cylinders.

#### Propane Cylinder Locations:

- All propane cylinders must be located outside and secured properly.
- Compartment(s) used for the storage of propane shall be properly vented.
- The relief valve discharge from the propane cylinder shall not be less than 3 feet measured horizontally along the surface of the vehicle to:
  - Openings in the vehicles
  - Propane burning appliance intake/exhaust vents
  - All internal combustion engine exhaust terminations
- All mobile units with propane shall post a no smoking sign next to the propane cylinder.

#### Propane Cylinder Equipment:

- All cooking appliances shall be listed for use with propane.
- Homemade LPG appliances will be inspected individually and may not be authorized without an engineer's certificate.
- Appliances required to be vented (by the manufacturer's recommendations, usually greater than 40,000 BTUs) must be converted for use with propane by a Master Plumber licensed by the State of Florida. Documentation of proper conversion by a plumber must be provided at the time of inspection.
- Piping systems, including fittings and valves, shall comply with NFPA 58.
- The use of rubber non-metallic hose (must be labeled as LPG hose) can be used from the supply bottle where piping enters vehicle.
- Flexible connectors are limited to 5 feet.

- Piping shall be tested annually at not less than 3 psi for 10 minutes before appliances are connected and at system pressure after connection by a licensed LPG technician. Documentation of the test must be provided at the time of inspection.
- Manual shutoff valves on gas lines are required at the point of use (the appliance) and at the supply.

#### Suppression Units:

- If a mobile unit creates grease laden vapors (pan frying, deep-fat frying, using a griddle, etc.), a hood system complying with NFPA 96 shall be installed.
- All hood systems shall have a UL 300 suppression system. If a hood system currently meets NFPA 17 standards, it shall be upgraded to a UL 300 system when the existing system can no longer be serviced.
- The suppression system(s) shall be serviced and inspected every 6 months and properly tagged. Inspection documentation (2 most recent semiannual reports) shall be kept on site for the review.
- All cooking appliances creating grease laden vapors shall be located under the hood. No part of the appliances shall be extended beyond the lip of the hood.
- Hood systems (including filters and ducts) shall not have an accumulation of grease build-up. Hoods and ducts shall be cleaned as required per the Florida Fire Prevention Code.
- Hood filters shall be properly installed at all times.
- Deep fat fryers shall be separated from any open flame cooking appliance by 16 inches or separated by a baffle with a minimum 8 inches of height.

#### Fire Extinguishers:

- Each mobile unit will be required to have a proper fire extinguisher inside their vehicle (2A10BC).
- Each fire extinguisher will need to be mounted in a location where it can be located quickly.
- Each fire extinguisher will need to be serviced and inspected annually and maintain a current tag confirming status.
- Mobile units using a deep fryer will be required to have a Class K fire extinguisher in addition to the 2A10BC.

#### *Non-Cooking Tents*

A tent having one or more sides and exceeding 400 square feet, or a canopy with no sides and exceeding 700 square feet, will require a tent permit from the Fire Department. Approximately after 75 feet and not to exceed 100 feet of pop-up canopies, a 3-foot separation gap is required, at minimum, to allow for pedestrian passage. Passage through natural breaks and existing alleyways can be used to meet this requirement. The Applicant should coordinate with City staff during the planning phase before tent locations are established in a site plan and/or assigned to individual vendors.

#### *Large Tents and Temporary Membrane Structures*



If a large tent (exceeding 900 square feet) or temporary membrane structure is to be installed as part of the event, the installation must follow safety standards as established by the National Fire Protection Association in the most recent editions of [NFPA 102](#) (Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures) and [NFPA 5000](#) (Building Construction and Safety).

If the event includes temporary, pre-fabricated, or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tent structures, etc., you may be required to provide structural certification from a licensed structural engineer. Structural documents from the manufacturer, engineer, or installer should include the site location and address the following criteria:

- Anchoring by stakes: Stakes should be a minimum length of 36 inches and diameter of 1 inch, driven straight down, and with only 2-4 inches exposed. Webbing or ropes should be tied to the stake at ground level, no higher than 2-4 inches from the ground.
- Anchoring by ballasts: Ballasts may be concrete, steel, or water-filled barrels. Use caution when evaluating the holding ability, as it is not a pound-for-pound equivalent. Lines may be attached to a plate under the ballast or directly to the ballast.
- Pull out resistance of stakes and/or ballasts: A good rule of thumb is 10 pounds per square foot distributed equally at each anchoring point.
- Location and tensile strength of straps or ropes: Leave a minimum of 10 feet between stake lines of adjacent tents. The optimum angle is 45 degrees from the eve of the tent or top of the 37 degrees at the eave.
- Wind loading documentation: Should follow established criteria such as the American Society of Civil Engineers' [ASCE 7](#) (Minimum Design Loads for Buildings and Other Structures). In lieu of such documentation, a conservative emergency plan for weather monitoring and evacuation as per the specific tent design may suffice.
- Light and ventilation, seating and furniture layout, exits, and other design criteria.

#### *Additional Vendor Guidelines*

- All sidewalks and crosswalks shall be kept clear and free from any tripping hazard such as booths, carts, weights, tie downs, etc.
- All cords, hoses, ropes, etc. shall be kept taped down or placed under mats in any area where pedestrians can access to avoid any tripping hazard.
- All tie downs shall be securely weighted down.
- All handicapped access shall not be blocked or compromised.
- No awnings or overhangs are to protrude past the front, side, or rear of the booth or tent, except as allowed by the Fire Department on a case-by-case basis.

#### *Emergency Medical Services*

The Fire Department requires a Fire Department-staffed emergency medical standby when daily attendance exceeds 5,000 people. When daily attendance is expected to be less than 5,000

people, the Fire Department will determine whether there is a need for a medical standby after considering relevant factors including but not limited to: expected temperature, type of event and activities conducted, event hazards, equipment being used, the sale of alcohol, past history of the event when applicable, and any other factor impacting the health, safety, and wellbeing of the public and City staff. The Fire Department reserves the right to require a medical standby when daily attendance is less than 1,000 people when necessary to help protect the safety and wellbeing of participants and staff.

The position classification and number of personnel of any needed medical standby will be determined solely by the Fire Department based on all applicable factors.

If the Fire Department deems a medical standby necessary, Fire Department personnel will provide fire and/or EMS services at the City Council approved rates and fee schedule, unless the Applicant can demonstrate that a privately hired provider is an authorized participant in the regional response system and can provide parity of services including communications, interoperability, medical direction standards, and service delivery capabilities. A private provider is subject to approval by the Fire Chief or designee.

#### **4.4 Health Permits**

If an Applicant intends to sell, serve, give away, or provide samples of food or consumable products, including water or other beverages, all Florida health codes must be followed. The [Florida Department of Business and Professional Regulation](#) is the regulatory authority for food and beverage concessions at public events. If food or drink is not prepared and handled in a sanitary manner, public health may be at risk. License application requirements and further information can be found by visiting the Department's webpages for [food trucks](#) and [temporary food service event vendors](#).

#### **4.5 Insurance and Liability**

##### *Indemnity and Hold Harmless*

An indemnification and hold harmless agreement must be executed in favor of the City by the individual Applicants or person authorized to bind an entity Applicant. Under no circumstance is the Applicant's obligation to indemnify and hold the City harmless diminished by the Applicant securing insurance coverage in any of the types or amounts suggested below.

##### *Insurance*

Special events must be covered by insurance that protects the City. This manual describes what is generally required; however, the actual required coverage and limits will be at the discretion of Risk Management depending on the size and scope of the specific event. It is recommended to contact the Cultural and Special Events Coordinator to receive a determination on coverage and amounts before purchasing insurance coverage.

- *TULIP Policy*: Tenant Users Liability Insurance Protection (TULIP) is insurance uniquely designed to provide short-term liability insurance coverage for temporary tenants of City facilities or venues for events which cannot be covered under their current insurance or for which they have no other coverage. The cost to purchase is as low as \$0.10 to \$0.90 per event attendee, based on the number of attendees and estimated risk level of the event. Events are evaluated on a case-by-case basis. TULIP may cover alcohol serving (*not* sales) and commercial activity. For high-risk, large, or complex events, this option may be cost prohibitive and a separate insurance policy preferred.
- *Commercial General Liability*: \$1,000,000 commercial general liability, and \$1,000,000 to \$2,000,000 Products-Completed Operations Aggregate depending on the size of the event, are required. For high-risk events, additional coverage may be required. Risk Management will review such events for actual risk factors on a case-by-case basis. Examples of high risk events include those involving amusement rides, automobile or bicycle racing, exposure to injuries, pyrotechnic displays, or dangerous animals, and/or events that erect temporary structures. For events providing amusement rides, Florida law requires the operator to provide documentation of insurance, inspection, and permit to each sponsor, lessor, or property owner where the amusement ride is operated.
- *Commercial Automobile Liability*: A vehicle is used in the performance of the scope of the special event, the Applicant must maintain Commercial Automobile Liability insurance. The standard requirement is a limit of \$1,000,000 per occurrence. If the only vehicle used for the special event is that of a company or vendor, the existing automobile liability may be used to fulfill this need.
- *Liquor Liability Insurance*: Special events that involve the serving of any type of alcoholic beverage require liquor liability coverage. The amount of liquor liability coverage required depends on several factors including but not limited to, the focus of the event, the hours of the event, the number of liquor service areas, and the types of alcohol being served. The basic requirement will be \$1,000,000 per occurrence/\$2,000,000 aggregate.
- *Workers' Compensation*: If applicable as required by Florida law, workers' compensation statutory coverage with basic employers' liability limits is required in the following amounts:
  - \$100,000 per occurrence for bodily injury/\$500,000 aggregate
  - \$100,000 per employee for bodily injury by disease/\$500,000 aggregate

### *Required Endorsements*

The City of Mount Dora must be listed as an Additional Insured or Certificate Holder under any Commercial General Liability, TULIP, Liquor Liability, and/or Automobile Liability policy, as appropriate. The Applicant is required to submit a Certificate of Insurance or other evidence of insurance acceptable to the City of Mount Dora reflecting its insurance coverage before a permit will be issued. The certificate must have the name and dates of the event, including setup and

teardown, noted in the description section. The certificate holder address is City of Mount Dora, 510 N. Baker St., Mount Dora, FL 32757, ATTN: Special Events. Providing an insurance certificate will not in any way reduce or eliminate the responsibility of the Applicant to indemnify and hold the City harmless.

### *Participant Waivers*

For special events involving walking, running, swimming, biking, or racing, or any other athletic or participatory activity, the Applicant must secure signed individual liability waiver forms from each such participant. The waiver form must include a release of liability as to the City of Mount Dora and waives the right to make any claim against the City of Mount Dora related to participation in the special event. A sample of the participant waiver must be submitted with the special event application for review and required compliance.

## **4.6 Liquor Control, Management, and Licenses**

The serving of any type of alcoholic beverage must be highlighted as part of the event permit application, including evidence of appropriate alcohol licensing, proof of appropriate insurance, and a site map of the designated area with secured entrance and exit points as approved by the Chief of Police or designee.

### *Liquor Control*

Florida law requires alcohol to be contained within licensed premises. Thus, alcohol permitted at a special event must be contained within the event footprint. Adequate fencing and security personnel must be used to ensure compliance with state liquor laws, protect public safety, avoid violations, and prevent alcohol from being removed from the licensed premises. A perimeter of appropriate height and material, with access points (both entrances and exits), should be illustrated, along with liquor service areas, security staffing locations, and identification checking areas, procedures, logs, and retention periods. Security personnel may be volunteers unless otherwise directed by the Police Department. All security personnel must be properly licensed and volunteers properly trained. More information can be found online at [MountDoraSpecialEvents.com](http://MountDoraSpecialEvents.com).

### *Alcohol Training*

Any person serving alcohol at a special event must be familiar with Florida liquor laws. At least one member of the event staff who has completed the Basic Liquor Law and Management Liquor Law training course must be present on site at all times during the special event and is responsible for ensuring compliance with Florida liquor laws. Evidence of course completion must be provided with the application., provide evidence that the course as complete, and be present and responsible for ensuring compliance on site. [TIPS \(Training for Intervention ProcedureS\) Alcohol Certification](#) is also required for all persons serving alcohol.

### *Liquor Licensing/Permit Requirements*

For special events held at locations where there is an existing liquor license, an additional special event liquor license/permit is not required, provided the event is completely contained within the existing liquor license footprint.

A temporary liquor license is required if the event is open to the public, or if there is a fee for admission or a fee for food or drink, or if any alcohol products are being sold. A liquor license must be obtained through the [Florida Division of Alcoholic Beverages and Tobacco](#). There are three options for obtaining a liquor license to sell and/or serve alcohol at a special event:

1. [Application for Extension of Premises](#): This application is required to temporarily expand or enlarge the area that is covered by an existing State-issued liquor license. Completed applications, with the original, notarized signatures, must be submitted to the City of Mount Dora as part of the special event application for review. Once approved, the application will need to be submitted to the Division of Alcoholic Beverages and Tobacco for issuance of a temporary liquor permit. For questions on the submittal process, please contact the Division directly by calling 407-245-0785 or visiting their local office at 400 W. Robinson St., N709, Orlando, FL 32801.
2. [Special Event Liquor Licenses](#): These licenses are only available to nonprofit civic organizations.
3. Hire a caterer with an Alcohol Catering License.

Please note that the City of Mount Dora must sign off on the temporary liquor license application prior to submittal with the State of Florida.

In addition to the two temporary liquor licenses, there are festival licenses that are required when a winery or distillery sells wine or distilled spirits to patrons to drink on site and “to-go” in sealed, original containers. Proper licenses to vend sealed wine and distilled spirits must be submitted with the event permit application. City staff will confirm that the event has been approved prior to securing the signature of the Chief of Police.

If a current liquor license will have expired by the time of the event, the current license may be submitted for preliminary approval so long as the renewed license is submitted no later than 45 days prior to the event.

### *Entertainment District*

The City of Mount Dora has established an Entertainment District with the purpose of fostering community cooperation, encouraging events and entertainment, and building a reputation for being a livable, walkable City which cares about quality of life. Applicants operating within the Entertainment District, regardless of whether partnering with a local establishment which is already registered with the City, must [register with the City as an Entertainment District participant](#).

Beginning at the northern boundary, the Entertainment District follows those City blocks on the north and south sides of Fifth Avenue, from McDonald Street to Baker Street; and those City blocks east of McDonald Street to the railroad right-of-way to Third Avenue following to Lake

Dora, and those City blocks west of Baker Street to Charles Avenue and Evans Park. It does not include the property south of Fourth Avenue and west of the railroad to Third Avenue, the Mount Dora Lawn Bowling Club property, or Lakeside Inn property.

As established in the City's Code of Ordinances, within this area only, on-street alcoholic beverage consumption is permitted with certain restrictions:

1. Plastic beverage cups must contain a permanent marking to identify the establishment.
2. Allowed 7 days of the week, but patrons cannot purchase and consume alcohol between the hours of 2:00 and 7:00 a.m.
3. 1 drink limit, not larger than 16 ounces, at time of purchase.

If a special event is partially contained within the Entertainment District, and has an alcohol license for the entire event footprint, event participants may pass between the district and the footprint with an alcoholic beverage so long as they follow the restrictions above.

#### **4.7 Neighborhood Notification and Input**

##### *Neighborhood Notification*

If an Applicant requests the use of public property in the downtown area, the Cultural and Special Events Coordinator will notify businesses and residential associations adjacent to or near the potential impact area of the proposed special event, 4 weeks prior to the event, via the email addresses on file with the City's Public Information Office. The notification email is an opportunity for those potentially impacted to provide input on proposed events through a simple survey form.

The potential impact area is defined as approximately 2-3 blocks in each direction. The City reserves the right to notify additional sensitive areas based upon involvement and/or previous event-related input from surrounding businesses and residents.

##### *Neighborhood Input*

If a special event involves full street closures or the temporary use or closure of on-street public parking spaces, the Cultural and Special Events Coordinator will also request public input, 12 weeks prior to the event. Property owners whose vehicular access to their property is affected by the closure, or whose property is located immediately adjacent to an affected on-street public parking space, are informed and offered the opportunity to provide input.

For closures involving more than 4 businesses, a map of the street and adjacent businesses should also be submitted, which identifies all the businesses and residential properties on the street to cross-reference the input received.

For moving events which involve distances over a half mile, or large events with more than 10,000 daily attendance, the Applicant may be required to provide flyers, emails, social media updates, and in-advance street signage as additional communication methods.

### *Input Form and Processes*

The Cultural and Special Events Coordinator will use a standard form for soliciting neighborhood input, to include the contact information of the business owner or residential association and a space for them to provide written concerns or comments. The following details may also be discussed:

- Name and description of the event
- Location of the event
- Date(s) and time(s) of the event (including setup, teardown, and entire time of street or parking space closure)
- Plans for outside music or performances
- Estimated attendance and parking and mobility plan
- A copy of the site plan to assist with understanding the event layout
- Alternate routes, if helpful due to the complexity of the event
- Applicant's name and mobile phone number for contact before, during, and after the event

### *Addressing Public Concerns*

All feedback will be considered prior to a decision to approve or deny a special event permit application. The evaluation will weigh the total number of potentially impacted businesses or residents, the proximity of the business or resident to the actual event location, the response rate, and favorable and unfavorable input, along with any mitigation that can be achieved for negative impacts. Especially for new events, the City encourages Applicants to submit permit applications as early as possible to allow time to comply with special conditions imposed as a result of public input.

The Cultural and Special Events Coordinator will make every effort to collect comprehensive and representative feedback in and surrounding the area of impact, preventing undue or disproportionate influence of a small number of individuals. However, if the Applicant believes the information collected is not comprehensive or representative, or is unduly negative, he or she may seek additional neighborhood input. The input form is available as a PDF download at [MountDoraSpecialEvents.com](http://MountDoraSpecialEvents.com).

## **4.8 Parking Plan and ADA Requirements**

### *Parking and Mobility Plan*

A written parking and mobility plan, which may be illustrated by a map, must be provided to indicate where event parking will occur. The Applicant is responsible for ensuring that adequate

parking is available for attendees, event volunteers, employees, and vendors. The parking plan shall also serve to demonstrate that parking and/or traffic impacts to adjacent areas are minimized.

### *Off-Site Parking*

The Applicant must obtain written approval from an authorized representative of any privately owned parking areas to be used or impacted by the event. Such written approval must be included with the application.

### *Ride Services*

If paid or hired ride providers are being planned as part of the event (taxis, Uber, Lyft, pedicabs, golf carts, etc.), the parking plan should indicate the location of passenger loading and unloading areas, along with the estimated number of vehicles to be used.

### *Shuttles, Trolleys, and Buses*

If shuttles, trolleys, buses, and the like are being planned as part of the event, a transit plan with planned routes must be submitted for review as part of the event application.

### *Valet Parking*

If the event proposes valet parking, with the loading and unloading area on private property, please indicate the locations on the site plan. If the valet parking stand and/or loading and unloading area are proposed to be on public property, the valet company must contact the Cultural and Special Events Coordinator.

### *Modes of Transportation*

All modes of transportation must be identified on the parking or transit plan. Certain modes of transportation may require additional permits, and new or novel modes of transportation may require the development of new permitting processes. Transportation companies and providers are encouraged to contact the Cultural and Special Events Coordinator as soon as possible to ensure that adequate time is available to satisfy all requirements.

### *Mobility Impaired Parking*

Events must provide accessible parking for people with mobility impairments as noted in the Americans with Disabilities Act (ADA). Any disabled parking displaced due to the event must be provided in accordance with ADA requirements, at a different location with temporary ADA parking signage if needed.

Event plans must comply with all City, county, state, and federal disability access laws and regulations applicable to proposed activities. All temporary venues, related structures, and outdoor sites associated with the event must be accessible to all disabled persons.



### *Accessibility Requirements*

In order to make an event accessible to everyone, Applicants may offer additional or alternative services to individuals with disabilities, such as wheelchair rentals.

### *Bicycles*

If your event expects to attract numerous bicycle riders, space needs to be reserved for bicycle parking and/or portable bike racks, and needs to be shown on the site or parking plan. An average of 10 bicycles will fit in one car parking spot.

## **4.9 Security and Police**

### *Security Requirements*

Applicants are required to provide a safe and secure environment through comprehensive planning and anticipating potential problems. Applicants must ensure adequate personnel are present to provide general security in the event venue, event parking areas, and adjacent areas affected by the event. The City requires a minimum level of special event staffing in order to ensure public safety. Security personnel should be staffed at a ratio that is consistent with the industry standard, as established by the [Federal Emergency Management Agency](#) (FEMA) and [National Incident Management System](#) (NIMS). Events where alcohol is present, or depending on the nature or focus of the event, additional security personnel or private security personnel will be required. Once a security plan has been submitted, the Police Department will review it to ensure that there is sufficient staffing to properly manage the event. Call the Police Department at 352-735-7130 for more information.

After the City's public safety requirements are met, the Applicant may choose to hire additional security staff to serve the event footprint (e.g., theft prevention, first aid purposes) as deemed appropriate in the sole judgment of the Applicant.

### *Police Services*

It is the function of the Police Department to provide law enforcement services that will ensure the safety and wellbeing of the citizens and visitors of Mount Dora. The Police Department has the final authority to determine the event security requirements, including protective measures, minimum number of licensed private security guards, volunteer and staff positions for crowd control, and Police Officers and Traffic Controllers necessary to staff the event.

The Chief of Police or designee reserves the right to shut down any or all components of an event, or to provide additional Police services that will be billed to the Applicant, if established security requirements are not being followed.

### *Private Security Companies*

Private security is typically used to maintain peaceful, lawful events by enforcing the operations and management of a broad array of safety measures ranging from crowd control, parking lot enforcement, identification checks, beer garden safety, money transfers, halting music or entertainment, calling 9-1-1 in the case of an emergency, and/or any rules and regulations established by the Applicant.

Should an event use private security as part of the safety plan, it is critical that areas of responsibility are coordinated with the Mount Dora Police Department early in the planning process. Private security staff must attend a briefing with Police Officers prior to the event. Private security have no Police powers and are required to follow [Florida law](#) governing such activities.

If an Applicant contracts with a licensed private security company, it shall be the responsibility of the Applicant to obtain written verification of the company's licenses and authorization to operate in Florida (including valid guard cards for all personnel designated as a licensed security guard), and to ensure that the company has the ability to respond to the security needs of the event and surrounding environment. All security companies operating in Florida are required to have a valid [Florida Class "D" Security Officer License](#) that is issued through the Department of Agriculture and Consumer Services. Applicants must submit proof of such licenses with the application.

A representative of the security company should work closely with event Applicants to review and analyze the proposed event and make recommendations to rectify concerns and/or potential problems.

#### *Volunteers for Crowd Control*

As part of an event security plan, the Police Department may allow an Applicant to use trained volunteers in specific predetermined locations and capacities that do not require licensed security guards. Volunteers are required to undergo training in crowd management, traffic control, and other practices in order to safely assist with an event. Applicants must submit proof of training for said volunteers prior to the event.

#### *Towing*

For a special event using public parking spaces as part of the event venue, it is often necessary to ensure vehicles will not be parked in the planned event area. Specific procedures must be followed to lawfully remove these vehicles. Failure to follow the proper procedure will result in the vehicle(s) not being removed regardless of the impact on the special event. Any vehicle parked in a public parking space, whether on street parking, surface lot parking, parking garage, or the like, may only be removed by order of a Police Officer whenever the vehicle owner is not present to give consent. With proper notification and properly posted signs, the Police Department may authorize a towing company to remove a vehicle at the Applicant's or car owner's expense. For information and specific towing procedures, please visit [MountDoraSpecialEvents.com](http://MountDoraSpecialEvents.com).

#### 4.10 Restroom Facilities

Temporary portable restroom facilities must be provided at an event unless sufficient public restroom facilities are available for public use in the immediate area. These temporary facilities must be at a sufficient number and distributed at locations throughout the event footprint to be easily accessible to event attendees. City staff may provide recommendations and requirements to this effect. The [Florida Department of Health in Lake County](#) is the regulatory authority for temporary portable restroom facilities.

If portable restrooms are provided, the required number of ADA-accessible facilities with proper approach for access must also be provided.

Portable toilets may not be placed within 25 feet of an entryway to an adjacent business or residence, unless the adjacent property owner or tenant approves.

Delivery and pickup dates and times for portable restrooms should be provided as part of the event application.

#### 4.11 Signs and Course Markings

Signs are used for visual communication and are intended to attract the attention of the public. A signage plan setting forth the quantity and location of event signs, directional signs, and course markings must be submitted with the application. Signage must not obstruct the visual line of sight on open roadways and intersections as per Department of Transportation standards. Visit [MountDoraSpecialEvents.com](http://MountDoraSpecialEvents.com) for more information.

##### *On-Site Signs*

Signage used to identify the event may be displayed on site during the event and within event boundaries in compliance with the City's Code of Ordinances.

##### *Directional Signs*

Temporary, off-premise directional signage, such as lawn signs, may be permitted to assist with safe traffic flow and parking. Such signage may be necessary due to anticipated event attendance (large volume of vehicles) or event location (hidden, off major streets).

##### *Course Markings*

For athletic events, signage for directional arrows or course identifiers such as mile markers must be included on the course map or submitted as a separate signage plan. All approved markers should be installed the day of the event and removed immediately following the close of the event. If sidewalks, walkways, or asphalt are being marked, only washable chalk may be used. Tape is not permitted.

##### *Types of Signs*

The list below indicates some possible types of signs that should be indicated on an event application:

- Banners: Composed of flexible material, such as fabric, pliable plastic, paper, or other light material, not enclosed in a rigid frame.
- Balloons: A sac inflated with gas and sealed at the neck, or a spherical plastic device, that is attached or held in place by a cord, rope, or cable.
- Balloon Arch: Composed of balloons tied together and held in place by a cord or cable that forms a frame or arch, which may allow pedestrians or vehicles to pass underneath.
- Inflatables: An air-inflated object, which may be of various shapes, made of flexible fabric or similar material, resting on the ground, and equipped with a portable blower motor that provides a constant flow of air into the device, and are restrained, attached, or held in place by a cord, rope, cable, or similar method.
- Pennants: A triangular, regular or irregular-shaped piece of fabric, pliable plastic, paper, other light material, not enclosed in a rigid frame, attached in strings, strands, or rope, and intended to flap in the wind.
- Portable signs: Freestanding, movable, and self-supported, and that is not permanently affixed to any building, structure, or embedded into ground.
- Post and panel signs: Freestanding and not portable, with a panel mounted on removable supporting posts that are embedded into the ground without the use of cement, concrete, or other permanent binding material.
- Traffic directional: Directs traffic to an event or a designated parking area for an event that occurs on a different lot than where the sign is located.
- Vertical feather/blade: Constructed of fabric, pliable plastic, paper, other light material, not enclosed in a rigid frame, and that is supported by a single vertical pole mounted into the ground or secured in a portable base.

### *Signage Criteria*

1. A special event sign plan will be submitted for City review and approval with each special event permit application.
2. Special event signage may not feature the City logo without express written permission from the City.
3. Special event signage may not edit or alter the City logo in any instance.
4. Special event signage will identify and safely guide traffic to and from the special event.
5. Special event signage will not be placed more than 24 hours before the beginning of the special event, unless signs have been preapproved by the City through the permitting or application process.
6. Special event signage will be removed before business hours of the next business day.
7. Special event signage will not be a traffic or pedestrian hazard and will not conflict with any official traffic control signs and devices.
8. Special event signage must be within the pre-defined event footprint or on private property, except for signs that have been preapproved by the City through the permitting

or application process, or safety and directional signs pursuant to City public safety requirements.

#### **4.12 Site Plan and Course Map**

##### *Site Plan*

A detailed site plan is required as part of the application. Without a site plan, an application will be deemed incomplete, and the review process will not begin. While site plans are not required to be professionally drawn, they must be legible and provide sufficient detail to demonstrate what an event will look like when activated.

The site plan should clearly show the entire event footprint, including the names of all streets or areas that are part of the venue, and the surrounding area. Site plan footprints should also be provided on an aerial view to show the relationship and location of the event to surrounding properties. Colored site plans are preferred but may be accepted in black and white if the footprint is legible and identifiable. The maximum size of the site plan should not exceed 11 inches x 17 inches. If multiple site plans are submitted, one key map showing an overall footprint and corresponding sheet number should be submitted.

If applicable, the following must be shown on the site plan as part of the activated event footprint:

- Tables, chairs, bars, furniture, seating, activities, and/or games
- Barriers and/or barricades
- Stages (location and dimensions), speakers, platforms, scaffolding, bleachers, and/or grandstands
- Canopies, tents, portable toilets, booths, beer gardens, trash containers and dumpsters, and/or other temporary structures
- Food booths and cooking areas, grills, and any flammable gases
- Generator locations and/or sources of electricity
- Placement of display vehicles, food trucks, and/or trailers
- Fencing height and type along with entrance and exit locations
- Passenger loading and unloading areas for valet, transport vehicles, ride providers, and/or shuttles
- Signs, banners, and elaborate decorations such as inflatables, balloon arches, and the like
- Vendor and merchandise areas or booths
- Free speech/solicitation areas

##### *Course Map and Route*

A detailed route or racecourse is required for distance events such as walks, runs, rides, and parades. Direction of travel, all street or lane closures, and any items being placed along the course or route, such as temporary toilets, water stations, aid stations, tables, canopies, signs, etc., must be shown on the event plan as part of the application.

### 4.13 Street Use, Closures, and Restrictions

#### *Traffic Control Plan (TCP) and Barricades*

A traffic control plan (TCP) is required if the event impedes, obstructs, impairs, interferes or disrupts normal use of City streets, facilities, public sidewalks, or right-of-way. The TCP must be approved by a person certified in the maintenance of traffic (MOT) in the State of Florida or a licensed traffic engineer. Any road closures and/or detour routes, including necessary detour signs, must be shown on the event plan.

The Applicant is responsible to consult with the Police Department regarding the need for barricades and public safety personnel for the closure of streets, facilities, public sidewalks, or right-of-way. Any street closures and barricade setup/removal must match the approved barricade plan on file.

Barricades must comply with Police Department standards for placement, type, size, and nighttime reflectivity, if applicable. Homemade devices, vehicles, and/or other objects are not authorized in lieu of barricades. Discrepancies or safety issues may result in the delay or cancellation of the event.

For events that require 120 or fewer barricades, barricades may be provided and installed by the City. Costs associated with such barricades are comprised in the event permit application fee. For events that require additional barricades, any additional barricades must be rented through private companies such as [Bob's Barricades](#), [Acme Barricades](#), or [United Rentals](#). The private company must provide a maintenance of traffic (MOT) qualified staff person to place the barricades and must ensure that barricades meet [Manual on Uniform Traffic Control Devices](#) (MUTCD) standards.

Types of MUTCD-approved barricades include:

- Cones: A flared tubular shape with a base wider than the tip, in night/high-speed roadway or day/low-speed roadway variations.
- Direction indicators: A horizontal rectangular sign with a large black horizontal left-pointing arrow mounted above a horizontal rectangular-shaped panel.
- Drums: A vertically-oriented tubular shaped device, with a base slightly wider than at the top.
- Tubular markers: A narrow vertical tube on a base, in night/high-speed roadway or day/low-speed roadway variations.
- Type 1 barricades: 1 horizontal rectangular rail.
- Type 2 barricades: 2 horizontal rectangular rails parallel to each other and one directly above the other.
- Type 3 barricades: 3 horizontal rectangular rails parallel to each other and one directly above the other.

- Vertical panels: A vertical horizontal rectangular panel mounted on a pole protruding vertically out of a flat base.

### *Barricade Setup/Takedown*

City staff assist with oversight of barricade setup to ensure consistency, effectiveness of detours, and that public safety requirements are met. Before the event start, a representative of the Applicant must be assigned to work directly with the Public Works Department for barricade setup.

For athletic or moving events, the Police Department will review the setup in the field prior to the start of the event. If it is not set up correctly or there are obvious safety hazards with the setup, the Police Department will not allow the event to begin until the setup and/or all hazards have been resolved.

Any individual providing barricade setup or operating in the public right-of-way or on open roads will be required to comply with established traffic safety requirements, including wearing a Department of Transportation-certified colored or reflective night vest.

## **4.14 Parades**

Applicants who wish to coordinate a parade must submit a completed parade permit application and associated documentation (proof of current insurance, route map, etc.) to the City for approval by the Cultural and Special Events Coordinator, Chief of Police, and City Manager, or their designee(s). Parades must adhere to the following criteria:

1. Where a person is within a float, such as the driver, there shall be no combustible material within five 5 feet of his/her exit point.
2. Motorized floats, or floats pulled by a motorized vehicle, and automobiles shall be equipped with a fire extinguisher with a classification of at least 2A 10BC. When a vehicle and trailer are connected as a single unit, one extinguisher will meet this requirement). Bicycles, motorcycles, boats, and go-carts are not required to carry extinguishers.
3. Horse-drawn wagons and other non-motorized conveyances using straw or other combustible material shall carry fire extinguishers as prescribed above.
4. Smoking is prohibited on any float, and no person shall cause or permit any open flame upon or within the area of any float.
5. Vehicles towing trailers must be equipped with a tow bar or coupling device of sufficient strength to hold the weight of the towed vehicle upon the street when operated.
6. Vehicles towing trailers must be equipped with safety chains, connected to the towed and towing vehicles and to the tow bar, to prevent the tow bar from dropping to the ground in the event the tow bar or coupling device fails.
7. Safety chains shall have no more slack than is necessary to permit proper turning.
8. A float may not exceed 40 feet in length and 13 feet, 2 inches in height.
9. No combination of vehicles coupled shall consist of more than two 2 vehicles.
10. Vehicles and floats shall stay in their assigned position in the parade.

11. Operators of vehicles shall not have their vision obstructed. Persons riding on floats shall be located on the main part of the float and positioned so they will not obstruct the vision of the operator.
12. Persons shall remain in the unit to which they are assigned until the end of the parade route, except in case of breakdown or emergency.
13. No unit shall disband until reaching the destination indicated on the permit, except in the case of a breakdown or emergency.
14. Drinking, displaying, or possessing alcoholic beverages or other intoxicants or controlled substances is prohibited. The City Code of Ordinances and Florida laws will be enforced.
15. The discharge of firearms, fireworks, or other explosive devices is prohibited. Violators will be prosecuted.
16. The throwing of objects or substances into the crowd is prohibited. Candy, balloons, or small items may be dropped in front of the crowd along the street.
17. Foul language or conduct (e.g., profanity, nudity, violence) of parade entrants is prohibited.
18. For indoor parades, materials used in construction, decoration, etc. must be flame retardant.

#### **4.15 Trash, Recycling, and Cleanup Plan**

##### *Trash and Recycling*

Plans must be developed to ensure the proper disposal of waste generated from the event, including setup and teardown. The City encourages recycling whenever possible. Dumpster and recycling containers are available for rent through [Waste Management](#). For refuse and recycling needs, questions about accepted recyclables or other related matters, or to order roll-off containers, call Waste Management directly at 888-905-9279.

At event conclusion, the venue and surrounding areas must be cleaned and returned to a condition equal to or better than the condition prior to the event. If any portion of the event takes place on City property and City personnel are required to perform additional cleaning outside of that contemplated at the application stage, due to the event, the Applicant will be billed by the City for this service.

##### *Cleanup Plan*

A written cleanup plan must be submitted as part of the special event application. This plan must include the types and locations of dumpsters and individual trash receptacles, the names of any hired services responsible for cleaning up during and after the event, and the locations where all waste, including cooking oils and gray water, will be appropriately disposed of. Cleanup should also include the removal of trash, broom sweeping, and power washing and street sweeping if necessary.

Event Applicants are responsible for prompt cleanup and removal of debris after the event, from all City streets, sidewalks, rights-of-way, and affected property, including parking areas, sidewalks, steps, and landscaped areas. Applicants are responsible for cleanup of the event



footprint at setup, during the event, and through the time teardown crews have finished and removed all event items from the event site. For multi-day events, cleanup should take place daily. Please be thoughtful of the community and those properties surrounding the event to ensure that the event footprint is in the same or better condition than prior to the event occurring.

#### 4.16 Utilities

##### *Electrical*

Power panels and junction boxes are directed and provided by the Electric Department for each event. If additional electrical resources are required, the Applicant must supply the same.

It is the responsibility of the Applicant to ensure that electrical resources are not misused. Examples of misuse include, but are not limited to, event vendors utilizing electrical resources outside of the approved footprint, or non-approved individuals utilizing electrical resources within the event footprint. An Applicant will be responsible for any additional charges incurred by the City should misuse of electrical resources occur, including damages which need to be rectified by the City.

All electrical installations must comply with [National Electrical Code standards](#). If connecting to a building electrical source, any exposed cables must have a cable ramp for safety and tripping prevention. Cables on sidewalks must be covered to meet ADA accessibility standards, and cables on open roadways must be covered in a vehicle-rated protective device or shield.

##### *Generators and Sound Exposure Level (SEL)*

Any event plan to use generators must be approved to mitigate noise through proper placement away from businesses and residential areas.

To ensure a conducive noise environment for special event purposes, the City highly recommends the use of portable generators with a sound level less than 75 decibels, measured at 23 feet (7 meters) using the front plane of the generator (control side), per the [International Organization of Standardization](#) (ISO) standard 9614-2 and the [American Society of Heating, Refrigerating, and Air-Conditioning Engineers](#) (ASHRAE) 2017 handbook.

Sound exposure levels from portable generators measured at the closest point of complaint, as requested by the complainant, must not exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A-scale (slow response) or, equivalently, a dose of fifty percent, per [Occupational Safety and Health Administration](#) (OSHA) standard 1910.95, occupational noise exposure.

Helpful hint: A free mobile application is available from the [National Institute of Occupational Safety and Health](#) (NIOSH), which enables an iPhone to make sound level measurements with an accuracy of  $\pm 2$  A-weighted decibels. However, please be aware that in the event of a noise complaint, decibel readings will be taken with City equipment and be the deciding factor.

## *Water*

Applicants must provide a plan for water sources and/or services along with the proper disposal of water, gray water, and grease, if needed, in accordance with City [storm water regulations](#). Event vendors who do not properly remove wastewater may face up to a \$10,000 fine, as established in the City's [Code of Ordinances](#). More information is available at [MountDoraSpecialEvents.com](http://MountDoraSpecialEvents.com).

Access to water hydrants is available, based on event needs.

### **4.17 Vendor Sales, Tax, and Licensing**

The Florida Department of Revenue is required to survey special events/trades shows for compliance under [Florida Statute 212.06](#). All vendors/persons are required to collect and remit tax to the Department of Revenue. It is the responsibility of the event organizer to complete and have their vendors complete a DR-15 (sales and use tax return) form for reporting tax collected at the event. Please notify the Florida Department of Revenue, Leesburg Taxpayer Service Center (352-315-4470, option 3) prior to the event to obtain the appropriate forms.

In addition, the Applicant must provide a list of expected participating vendors to the City of Mount Dora 14 days prior to the event. The list must include the business name, address, and contact information for each vendor as well as a tax ID number, certificate, or other verification that the DR-15 form has been collected.

*Who is required to fill out a DR-15 form related to a special event?*

- Event sponsor/promoter
- All vendors (food/beverage and product sales)
- All amusement operators (riders, games, etc.)

*What is taxable income at a special event?*

- Rental of space or equipment by vendors
- Food/beverage sales
- Product sales
- Carnival activities or amusement rides
- Advertising fees or charges (signs, banners, etc.)
- Entry fees or charges
- Out-of-state vendor taking order for future delivery

## **5.0 Cancellations and Refunds**

### *Application Withdrawal*

An application may be withdrawn at any time prior to a City decision for approval or denial; however, the application fee will not be refunded if the City has started the review process.

### *Event Cancellation*

An Applicant must notify the Cultural and Special Events Coordinator immediately of an event cancellation. Application fees and related permit fees are not refundable; however, personnel fees or miscellaneous fees may be refundable upon request.

### *Weather*

It is a best practice to host events rain or shine; however, Applicants may specify alternate rain dates. Cancellations due to inclement weather are at the sole discretion of the City and will not negate the Applicant's responsibility for payment of expenses incurred.

### *Misrepresentation on Application*

If the Applicant makes a material misrepresentation on an application, such as a significant understatement of the anticipated number of participants, the Applicant is responsible to pay the City all actual costs incurred by the City as a result of the misrepresentation.

## 6.0 Marketing

Applicants are solely responsible for developing a promotional plan and marketing and advertising their own events, including writing and distributing press releases and contacting local outlets for media coverage. The promotional plan should target the desired audience, recognize any event sponsors, and include ticketing information (if applicable) and notice of any road closures, parking options, and available transportation services. Applicants shall not begin promotions until an event permit has been approved.

Applicants may not use the City logo in promotional materials without the express written permission of the City Manager. If express written permission is granted, the City logo may not be edited or altered in any way, and the City's marketing policy on correct use of the City logo must be followed.

Applicants will not have access to the City's bulletin boards, website, or social media pages; however, Applicants may submit approved event details to the Public Information Officer, by emailing [Communications@CityofMountDora.com](mailto:Communications@CityofMountDora.com), to be listed on the City's annual calendar (online and printed) or displayed on an overhead street banner or in 1-6 informational kiosks across the City. City staff will not create promotional materials, such as flyers, websites, and social media pages, for individual 3<sup>rd</sup>-party events beyond these basic services. Submission of event information to the City's Public Information Officer does not in any way guarantee a specific type or amount of coverage or inclusion on any City media outlet. Applicants are responsible for ensuring that websites and social media pages for their event, which may be linked to from the City website, are accurate and up to date.

Applicants may not reproduce the Mount Dora Tartan in any form without prior approval of the City Manager. The Mount Dora Tartan is registered with the Scottish Register of Tartans (registration number STWR3160), which is administered by the National Records of Scotland.